

ENVISION – Assigning Items

Note: assigned tasks are visible when a student logs on.

Assignment of Leveled Readers:

1. Choose a Leveled Reader
2. Click on the title or book cover, then click the “assign to class/group” button at the top,
3. Then follow screen directions to choose one student or entire class

Assignment of Activities:

1. On your Home page, click **Premium**
2. Under **Table of Contents** click a Topic Title,
3. Click on one activity
4. At the new gold drop-down menu, choose **Assign**.
5. A new screen will open for choosing which students to assign the activity, but if you want to assign the activity to the entire class, click the box by the word **Student**.
6. Click **Save**.

Assignment of Tests:

1. On your Home page, click **Classes, Manage Classroom Assignments**
2. Click the drop-down arrow and choose the class
3. On the new screen, click **Assign tests**
4. At the left drop-down, choose **Premium** tests or **Custom** tests
5. At the right drop-down, choose the **Test Type**
6. Click **Go**
7. Choose a test by clicking in the box beside it
8. Click **Next**
9. Choose to **Include Remediation** and/or **Include Enrichment**
10. Choose to **Assign to the entire class/group** or **Select students**
11. Click **Finish**

You can also delete a test from being assigned by doing 1 & 2 above and then choose which test and click the **Delete assignment** button.

Create your own Tests:

1. On your Home page, click **Tests, Build Classroom Tests**
2. Go through the screens making choices like you did for assigning tests.
3. When I created the test, I used the questions for the Premium online test bank. When I assigned the test, I had to choose Premium and My Test (not Custom).